

ARIZONA BIOMEDICAL RESEARCH COMMISSION

REQUEST FOR COMPETITIVE SEALED PROPOSAL

RFP NO. FY09-100

SOLICITATION, EVALUATION, AND AWARD PROCESS

The Arizona Biomedical Research Commission (“ABRC”) is requesting statewide competitive sealed proposals from Arizona individuals, organizations, corporations and institutions, public or private, for: research projects that may advance the prevention and treatment of tobacco related disease and addiction, and research into the causes, epidemiology, and diagnosis of diseases, the formulation of cures, the medically accepted treatment, or the prevention of diseases, including new drug discovery and development; and that may include behavioral studies and attitude assessments.

ARIZONA PROCUREMENT CODE: The Arizona Procurement Code (A.R.S. §§ 41-2501 to 41-2673) and the Arizona Procurement Code Rules (A.A.C. R2-7-101 to R2-7-1301) are a part of this RFP as if fully set forth herein.

STATE PURCHASING OFFICE (SPO) VENDOR NUMBER: You may obtain a SPO Vendor Number by completing the Vendor Registration Application. Please contact SPO for a Vendor Registration packet:

State Procurement Office
Arizona Department of Administration
100 North 15th Avenue, Suite 104
Phoenix, Arizona 85007
(602) 542-5511

NOTE: Graduate students and post-doctoral fellows are not eligible to be named as principal investigators for an ABRC Contract.

ABRC reserves the right to cancel this RFP, and any or all applications may be accepted, modified, or rejected in whole or in part. Applicants are advised not to necessarily expect three (3) years of funding if selected for a contract award, even if their application contains a request for three (3) years. Contract awards necessarily may be made for shorter periods. Funding amounts identified herein are absolute maximum amounts for each category.

A. SOLICITED RESEARCH AREAS

Health Research Projects

Applications may be submitted for research projects involving any of the diseases or conditions in the areas listed below.

- A. Accidents and Trauma, including the Health Effects of Environmental Pollutants
- B. Aging and Disease: Chronic Diseases and Disorders Affecting the Elderly
- C. Cancer
- D. Cardiovascular, Cerebrovascular, and Peripheral Vascular Disease
- E. Genetic, Congenital, Reproductive, and Developmental Diseases and Disorders
- F. Health Promotion and Disease Prevention
- G. Infectious and Immunological Diseases and Disorders
- H. Metabolic and Endocrine Disorders
- I. Neuroscience, Neurological, Mental and Behavioral Diseases and Disorders
- J. Health Policy
- K. Respiratory Diseases and Disorders
- L. Miscellaneous Diseases or Disorders not previously categorized
- M. Bioengineering
- N. Bioimaging

Translational Research Projects

The Arizona Biomedical Research Commission (ABRC) is also seeking proposals in all categories that address translational research issues with a specific emphasis on neurodegenerative diseases, trauma treatment and care, bioinformatics, and patient care process improvement. The proposals must be multidisciplinary and collaborative by engaging both laboratory researchers and clinicians in the research enterprise. The application must include human subject based research.

The Commission is especially interested in proposals that evidence:

1. Collaboration between basic science researchers and practice based clinicians including M.D., D.O., Pharm.D., D.Sc.N, R.N.'s and other allied health professions.
2. Patient care process improvement proposals headed by the clinical professional responsible for the study.
3. Multiple institutional involvement among hospitals, clinics, and private practices.

The Commission is also interested in proposals that address issues related to removing institutional barriers to translational research. These proposals may include community based participatory research demonstration and pilot projects.

B. AVAILABLE PROJECT CATEGORIES

Projects may be in any one of the following categories.

Category I: This category is limited to total funding requests of ***no more than*** \$50,000 **per year**. This amount **includes** a maximum indirect cost allocation of ten (10) percent. These research projects may request funding for no more than three (3) years. It is expected that these proposals will be designed as pilot projects that will support and encourage new investigators, and/or as research with a limited scope.

Category I awards are available for patient care process improvement proposals but are not available for translational research proposals.

Category II: This category is designated for multi-investigator research project collaborations which may involve more than one institution. Multiple investigators should bring the unique components of a variety of disciplines together to solve a single problem. Total funding requests ***may not exceed*** \$125,000 per year.

Category III: This category is designated for multidisciplinary inter-institutional research projects. Multiple investigators should be working on varied components with distinct objectives that contribute to a common goal for all. Multidisciplinary projects typically receive funding from many sources. Therefore, projects in this category should **specifically define** the particular goals and objectives within each project component that ABRC funds will support if the project is approved. Total funding requests from ABRC ***may not exceed:***

1. \$175,000 per year with no matching funds required or
2. \$250,000 per year with matching funds required.

Some Category III projects require matching funds. Projects should be reviewed and approved by the investigator's contract organization and should align with the contract organization institutional priorities and goals. A letter stating that the institutional review has been completed that includes the findings of the review and agreement to provide matching funds must be received before July 1, 2009. Category III projects are intended primarily to be translational research identifying basic research findings, with implications for improving healthcare and advancing those discoveries through pre-clinical developments and clinical research in human subjects.

B.1 Multi-Year Contracts.

Contracts with the ABRC may be entered into for a period not to exceed three (3) years, unless deemed to be in the best interest of the State. Contract awards of more than one (1) year are contingent upon the availability of funds,

demonstration of sufficient progress toward Project goals and timely submission of required reports.

If monies are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled.

B.2 Inter-Institutional and Multi-Disciplinary Collaborations (Category III Projects).

The research team must consist of members from more than one institution who bring a unique set of skills and knowledge to focus on solving a single research problem. Subcontracting to obtain analytical or other services does not constitute a multi-institutional collaboration.

A one-to-one ratio (1:1) of matching funds will be required to receive a contract award of \$250,000. Collaborating institutions will be required to determine the share of matching funds each partner will provide to the Project. A copy of the agreement reached among the collaborating institutions must be provided to ABRC for review and approval prior to the start of the Project.

The match requirement must be met with currency or cash-equivalents. Limited in-kind matches will be accepted, at ABRC's discretion. In-kind matches will be examined on a case-by-case basis. The purpose of the match requirement is to provide the investigator(s) a maximum of \$500,000 annually for up to three (3) years, \$250,000 from ABRC and a matching amount from the collaborating institutions. Release time for clinicians and other approved funding sources will be considered to be a component of the institutional match. Salary limits and other information describing allowable release time for purposes of the matching requirement can be found in the instructions for the project budget.

B.3 Project Limitations/Special Requirements.

- (1) All research projects involving human or animal subjects must be submitted by the Principal Investigator an Institutional Human and/or Animal Subjects Review Committee, established in accordance with Guidelines of the U.S. Department of Health and Human Services. Contract awards may not be finalized until Institutional Review Board approval is granted. If there are collaborating institutions, the project budget must also be approved by the organizations' authorized financial officer.
- (2) ABRC does not fund research that uses human fetal tissue, cells, or organs that are obtained from a living or dead embryo or fetus during or after an induced abortion. This restriction does not apply to research that uses human fetal tissue, cells, or organs that are obtained from a spontaneous abortion or an ectopic pregnancy. (A.R.S. §36.2302.A)

In accordance with A.R.S. §35-397, Offeror hereby certifies that the Offeror does not have securitized business operations in Iran and Sudan.

In accordance with A.R.S. §41-4401 the Offeror warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees.

- (3) Funds received from the ABRC shall not be used for capital construction projects.
- (4) As a general rule, a Principal Investigator is not eligible to receive more than one award in response to a RFP Solicitation. Principal Investigators may, however, submit more than one application in a given year. When more than one application is submitted, ABRC will decide which, if any, of the applications will receive a contract award. Principal Investigators already in receipt of an ABRC contract award are encouraged not to apply for a new award unless the application is being submitted in the final funding year of the existing award, or unless the Principal Investigator only holds a one-year funding agreement.

C. TIMETABLE

Advertisements of Public Notice will run the weeks of.....November 3, 2008 and November 10, 2008
Pre-application Conference..... November 13, 2008
Deadline for Receipt of Written Requests for Technical Assistance November 19, 2008
Deadline for Submission of Applications Including Electronic Filings and Required
Signed Documents and AgreementsDecember 12, 2008
Opening of ApplicationsDecember 15, 2008
Term of Funding Awarded under this RFP..... July 1, 2009 to June 30, 2010, 2011 or 2012

D. SUBMISSION OF APPLICATIONS

One original application and seven (7) copies for Categories I, II, and III must be **received** (not postmarked), in a **sealed** envelope or box **clearly marked PROPOSAL RFP NO. FY09-100 no later than 3:00 p.m. on December 12, 2008 at:**

Mail Hard Copy and CD's to:
Arizona Biomedical Research Commission
15 South 15th Avenue, Suite 103-A
Phoenix, Arizona 85007

Email Submissions to:
RFPABRC@azabrc.gov
On the Subject Line Enter
RFP09-100

Beginning with this RFP the Commission is accepting electronic proposal submissions. The RFP is available on the Commission website: www.azabrc.gov. It may be downloaded and the forms filled in on your computer. The proposal may be returned to the Commission via email. However, there are two documents that must be submitted with original signatures. They are: the Letter of Assurance and any collaborative and contractual arrangements. In addition to email filing, you may submit your proposal on a compact disc or you may file a paper response. Please

follow the directions in the RFP for other submission requirements.

To be considered, all components of the proposal including electronic filings must be received by 3:00 p.m. December 12, 2008.

No facsimiles will be accepted. **Late proposals including electronic filings will not be accepted or considered.**

Note: ABRC shall not reimburse the cost of developing, presenting, or providing any application or other response to this Solicitation.

E. PRE-APPLICATION CONFERENCE

A Pre-application Conference will be held:

Date: November 13, 2008

Time: 2:00 p.m.

Place: Arizona Biomedical Research Commission
15 South 15th Avenue, Suite 103-A
Phoenix, Arizona 85007

Statements made at a pre-application conference are not amendments to the RFP unless a written amendment is issued.

F. QUESTIONS AND/OR TECHNICAL ASSISTANCE

Questions and/or requests for technical assistance shall be in writing, email, or fax and shall be submitted to:

Executive Director
Arizona Biomedical Research Commission
15 South 15th Avenue, Suite 103-A
Phoenix, Arizona 85007
abrc1@getnet.net

The deadline for receipt of written, email, or fax questions or requests is:

4:00 p.m., November 19, 2008.

ABRC responses to questions and/or requests for technical assistance shall be mailed to each RFP recipient within seven (7) working days after the submission deadline. Verbal requests for technical assistance will **only** be allowed at the Applicants' Conference.

G. AMENDMENTS TO SOLICITATION

Any and all amendments to this RFP shall be sent to all RFP recipients by first class mail. **Copies of such amendments must be signed by the required signatories to the Contract and returned with the application.**

H. OPENING OF APPLICATIONS

Applications shall be opened publicly at the time, date, and place specified below:

Place: Arizona Biomedical Research Commission
15 South 15th Avenue, Suite 103-A
Phoenix, Arizona 85007

Time and Date: 10:30 a.m., December 15, 2008

Confidentiality.

Applications shall be opened publicly at the time and place designated in the RFP. The name of each applicant shall be publicly read and recorded. All other information in the application is confidential during the process of evaluation. All applications shall be open for public inspection after contracts are awarded. **To the extent that the applicant designates, and ABRC concurs, trade secrets and other proprietary information contained in the application shall remain confidential.**

I. POST-APPLICATION SUBMISSION DISCUSSIONS AND REVISIONS

ABRC may allow applicants to make oral or written presentations regarding the scope of work, contractual terms and conditions of the contract, budget and other relevant matters set forth in the RFP. Applicants shall be accorded fair treatment with respect to any opportunity for oral or written presentations. ABRC may require an applicant to revise its application to reflect information provided in an oral or written presentation. Any person who has information contained in the application of competing applications shall not disclose that information.

J. EVALUATION FACTORS AND CRITERIA

The following factors and criteria shall be used to evaluate applications submitted in response to this RFP. Where the same term is used to describe the relative importance of more than one evaluation factor, those evaluation factors are deemed of equal importance.

Evaluation Factors:	Relative Importance
1. Scientific merit, including: study design, methodology, feasibility, evaluative content, and importance of the proposed research.	Maximum
2. Productivity and ability of the investigators in the project to perform the research, as shown by their knowledge and experience. (For new investigators, demonstration of adequate research training and promise of support from colleagues).	Maximum

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| 3. Relevance of the proposed research to Arizona residents. Proposals representing continuing ABRC research involving technology development issues or the ABRC mission may be given favorable consideration. | Maximum |
| 4. Novelty and originality of the proposed research or research methodology. | Maximum |
| 5. Adequacy of facilities and staff, including: personnel and equipment capable of supporting the proposed research, expertise and competence of staff in the techniques required for performance and in the field of proposed investigation. | Moderate |
| 6. Appropriateness of the budget request: the proposed budget will be evaluated to assure that it is reasonable relative to the proposed research and that the expenditures are justifiable. | Moderate |

K. ABRC REVIEW PROCESS

First level of review: STAFF REVIEW

All applications are reviewed for compliance with and responsiveness to the RFP.

Applications shall be eliminated from further review if determined to be materially incomplete according to the instructions set forth in the RFP.

Second level of review: PEER REVIEW (EXTERNAL)

Technical evaluations are obtained from out-of-state peer reviewers. Qualified out-of-state peer reviewers are scientific, health, and medical experts recruited in accordance with the fourteen (14) priority research areas that have been established by ABRC.

ABRC makes every effort to obtain three (3) outside peer reviews for each application.

All applications must include the name, address, phone number, and/ or e-mail address of at least three (3) out-of-state reviewers who would be qualified to review the application.

Third level of review: (ABRC) COMMISSION REVIEW

The Commissioners form sub-committees to review the applications submitted in response to the RFP. Each sub-committee reviews a portion of the applications in their entirety, all of the lay summaries, and all of the peer reviews. **The ABRC has three lay members. Investigators must describe the proposed research in clear, concise, non-scientific language in the lay summary.** The lay summary and scientific narrative must state the research **OBJECTIVE** clearly. What the investigator plans to accomplish must be made clear and understandable to the lay reader. Information in the lay summary will be published and provided to members of the public requesting information. If an

application has not been reviewed or has only been partially reviewed by the panel of peer reviewers, the Commission may, nevertheless, review and consider the application.

The Commissioners shall review each application based solely on the evaluation criteria or factors set forth in Section J.

The Commissioners shall make final award decisions based on their review of information obtained from the peer reviews and their own review of each application. The Commissioners may adjust the budget on any proposed award individually or on all awards by an amount or percentage.

L. NOTIFICATION OF CONTRACT AWARD

Each applicant shall be notified in writing of ABRC's decision to select or reject their application for a contract award.

All contract awards are made subject to the availability of ABRC funds and the Parties' execution of the contract. Additionally, continuation of contracts is subject to the contractor(s)' ongoing demonstration of sufficient progress toward project goals, timely submission of required reports, and continuing compliance with all other terms and conditions of the contract.

SAMPLE LETTER OF ASSURANCE

NOTE: THIS LETTER OF ASSURANCE MUST BE ON INSTITUTION LETTERHEAD AND SIGNED BY A PERSON AUTHORIZED TO COMMIT THE INSTITUTION TO THESE ASSURANCES.

1. If a Contract is awarded, the **(FILL IN NAME OF INSTITUTION)** certifies that the price submitted was independently arrived at without collusion and agrees to:
 - a. Comply with the Commission's monitoring activities.
 - b. Comply with the Commission's auditing activities
 - c. Comply with the Commission's General Contract Provisions, Special Provisions, and Amendments
 - d. Provide services as required by the Work Statement of the Contract.
 - e. Submit with the signed Contract, proof of insurance adequate to meet the stipulations of the General Contract Provisions.
 - f. If applicable, submit with the signed Contract, documentation that the contract institution approved the use of human and/or animal subjects by its standing committee.
2. Name of Principal Investigator: _____
3. Telephone Number of Principal Investigator: _____
4. Contract institution Organizational Structure (select only one type):

County Agency	For-Profit Corporation
Municipality	Not-For-Profit Organization
Individual State Agency	Partnership
Educational Institution/District	Sole Proprietorship
	Other
5. Contract Institution's Federal Employer's Identification Number or Social Security Number if you are not associated with any institution: _____

Signature of Principal Investigator

Date

Signature of Institution's Authorized Officer
Indicating Approval of Proposal Submission

Date

Typed or Printed Name and Title of Authorized Officer